



EducationUSA Kigali Advising Center
Public Affairs Section - U.S. Embassy, Kigali
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NOTICE OF FUNDING OPPORTUNITY

Office: Public Affairs Section
Funding Opportunity Title: U.S. College Preparatory Course
Announcement Type: Grant
Date Opened: May 16, 2019
Deadline for Applications: June 14, 2019
Award Ceiling: U.S. \$5,000
Award Floor: U.S. \$2,000
Submission: Proposals should be submitted by email to EducationUSAkigali@state.gov

THIS NOTICE IS SUBJECT TO AVAILABILITY OF FUNDING

A. PROGRAM DESCRIPTION

U.S. Embassy Kigali EducationUSA Office is pleased to announce that funding has been requested for the following project:

The grantee will coordinate with the EducationUSA Advising Center of the Public Affairs Section to carry out a college preparatory course for 35 students who will apply to U.S. colleges and universities for the 2021 fall admission. The college preparatory course will cover SAT and TOEFL classes, and essay writing skills. The EducationUSA Office-Kigali invites all qualified individuals and organizations to submit proposals by **12:00 PM on June 14, 2019**. For further information regarding this opportunity, please contact EducationUSAkigali@state.gov

B. AWARD INFORMATION

Projected start date: January 13, 2020

Projected end date: June 26, 2020

Course Schedule: 8 Hours per week

(Preferred format: 4 hours on Mondays and 4 hours on Thursdays)

Course Materials and Delivery:

1. Course Materials

The grantee should be available to teach the classes in person using the most up-to-date SAT, TOEFL, and essay writing prep materials including but not limited to the resources available at the EducationUSA Advising Center. Interested applicants may request a list of SAT and TOEFL prep materials available at the EducationUSA Kigali library by emailing EducationUSAkigali@state.gov

2. Course Delivery

In this series of classes, EducationUSA scholars will prepare for various aspects of the U.S. college application process including:

- **The SAT and TOEFL Classes**
The SAT classes will prepare students to succeed on the reading, writing, and the math portion of the SAT test. The TOEFL classes will teach students TOEFL test-taking techniques and do various problems to practice the skills needed to perform well on the SAT and TOEFL tests.
- **COLLEGE APPLICATION ESSAYS**
With reference to the 2019-20 www.commonapp.org essay prompts, the instructor (s) will help students develop and edit their college application essays and personal statements. The essay writing classes will introduce students to the style and goals of personal statements as well as build their general writing skills.
- **US COLLEGE APPLICATION PROCESS**
The classes will be primarily focused on preparing the students for the application process, but will also emphasize skills that they will be able to use in an American university setting. To this end, the instructor(s) will thoroughly explain to the students the functionality and the advantages of the leading college application platforms namely www.commonapp.org , and www.mycoalition.org
- **OTHER ENGLISH RELATED CLASSES**
The instructor will conduct specialized classes that will give students a chance to practice important communication skills such as interviewing, conversational English, email etiquette, and writing that will be relevant to their university course work. The curriculum for the special classes will be determined based on students' academic needs.

Program participants: EducationUSA Scholars

The EducationUSA Scholars Program (ESP) assists highly qualified students who are likely to be awarded full financial aid from U.S. colleges and universities. Each year, the U.S. Embassy Kigali Public Affairs Section selects ESP members from top performing high school graduates.

C. ELIGIBILITY INFORMATION

1. Eligible applicants

The following organizations are eligible to apply:

- Individuals (US or Foreign)
- Public and Private Educational Institutions (US or Foreign)
- Non-governmental organizations (U.S. or Foreign)

2. Other Eligibility Requirements

In order to be eligible to receive an award, all organizations must have a unique entity identifier (Data Universal Numbering System/DUNS number from Dun & Bradstreet), as well as a valid registration on www.SAM.gov. Please see Section D.3 for information on how to obtain these registrations. Individuals are not required to have a unique entity identifier or be registered in SAM.gov.

Note: Applicants are only allowed to submit one proposal per organization. If more than one proposal is submitted from an organization, all proposals from that institution will be considered ineligible for funding.

D. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package
Application forms required below are available at grants.gov, rw.usembassy.gov
2. Content and Forms of Application Submission
Please follow all instructions below carefully. Proposals that do not meet the requirements of this announcement or fail to comply with the stated requirements will be ineligible.

Content of Application

Please ensure:

- Clearly addresses the goals and objectives of this funding opportunity
- All documents are in English
- All budgets are in U.S. Dollars
- All pages are numbered
- All documents are formatted to 8 ½ x 11 paper, and
- All Microsoft Word documents are single-spaced, 12 point Times New Roman font, with a minimum of 1-inch margins.

The following documents are required:

a. Mandatory application forms

- **SF-424 (Application for Federal Assistance – organizations) or SF-424-I (Application for Federal Assistance --individuals)** at as directed on www.grant.gov
- **SF424A (Budget Information for Non-Construction programs)** at as directed on www.grant.gov
- **SF424B (Assurances for Non-Construction programs)** at as directed on www.grant.gov

- b. **Summary Page:** Cover sheet stating the applicant name and organization, proposal date, project title, project period proposed start and end date, and brief purpose of the project
- c. **Proposal (10 pages maximum):** The proposal should contain sufficient information that anyone not familiar with it would understand exactly what the applicant wants to do. You may use your own proposal format, but it must include all the items below:

- **Proposal Summary:** Short narrative that outlines the proposed project, including project objectives and anticipated impact.
- **Introduction to the Organization or individual applying:** A description of past and present operations, showing ability to carry out the project, including information on all previous grants from the U.S. Embassy and/or U.S. government agencies.

- **Problem Statement:** Clear, concise and well-supported statement of the problem to be addressed and why the proposed project is needed
- **Project Goals and Objectives:** The “goals” describe what the project is intended to achieve. The “objectives” refer to the intermediate accomplishments on the way to the goals. These should be achievable and measurable.
- **Project Activities:** Describe the project activities and how they will help achieve the objectives.
- **Program Methods and Design:** A description of how the project is expected to work to solve the stated problem and achieve the goal, including any instruction/classroom materials Include a syllabus as appropriate.
- **Proposed Project Schedule and Timeline:** The proposed timeline for the project activities. Include the dates, times, and locations of planned activities and events.
- **Key Personnel:** Names, titles, roles and experience/qualifications of key personnel involved in the project. What proportion of their time will be used in support of this project?
- **Project Partners:** List the names and type of involvement of key partner organizations and sub-awardees.
- **Project Monitoring and Evaluation Plan:** This is an important part of successful grants. Throughout the time-frame of the grant, how will the activities be monitored to ensure they are happening in a timely manner, and how will the program be evaluated to make sure it is meeting the goals of the grant?
- **Future Funding or Sustainability** Applicant’s plan for continuing the program beyond the grant period, or the availability of other resources, if applicable.

3. **Budget Justification Narrative:** After filling out the SF-424A Budget (above), use a separate sheet of paper to describe each of the budget expenses in detail. See section *H. Other Information: Guidelines for Budget Submissions* below for further information.

4. **Attachments:**

- 1-page CV or resume of key personnel who are proposed for the project
- Letters of support from project partners describing the roles and responsibilities of each partner
- If your organization has a NICRA and includes NICRA charges in the budget, your latest NICRA should be included as a PDF file.
- Official permission letters, if required for project activities

IMPORTANT NOTES:

a. Required Registration:

Unique Entity Identifier and System for Award Management (SAM.gov)

Required Registrations:

Any applicant listed on the Excluded Parties List System (EPLS) in the [System for Award Management \(SAM\)](#) is not eligible to apply for an assistance award in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR, 1986 Comp., p. 189) and 12689 (3 CFR, 1989 Comp., p. 235), “Debarment and Suspension.” Additionally, no entity listed on the EPLS can participate in any activities under an award. All applicants are strongly encouraged to review the EPLS in SAM to ensure that no ineligible entity is included.

All organizations applying for grants (except individuals) must obtain these registrations. All are free of charge:

- Unique entity identifier from Dun & Bradstreet (DUNS number)
- NCAGE/CAGE code
- www.SAM.gov registration

Step 1: Apply for a DUNS number and an NCAGE number (these can be completed simultaneously)

DUNS application: Organizations must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet. If your organization does not have one already, you may obtain one by calling 1-866-705-5711 or visiting <http://fedgov.dnb.com/webform>

NCAGE application: Application page here:

<https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>

Instructions for the NCAGE application process:

<https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCAGE.pdf>

For NCAGE help from within the U.S., call 1-888-227-2423

For NCAGE help from outside the U.S., call 1-269-961-7766

Email NCAGE@dlis.dla.mil for any problems in getting an NCAGE code.

Step 2: After receiving the NCAGE Code, proceed to register in SAM.gov by logging onto: <https://www.sam.gov>. SAM registration must be renewed annually.



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b. Submission Dates and Times

Applications are due no later than 12:00 PM on Friday June 14, 2019

All application materials must be submitted by email to
EducationUSAKigali@state.gov

E. APPLICATION REVIEW INFORMATION

1. Review and Selection Process

A Grants Review Committee will evaluate all eligible applications.

2. Federal Awardee Performance & Integrity Information System (FAPIIS)

For any Federal award under a notice of funding opportunity, if the Federal awarding agency anticipates that the total Federal share will be greater than the simplified acquisition threshold on any Federal award under a notice of funding opportunity may include, over the period of performance (see §200.88 Simplified Acquisition Threshold), this section must also inform applicants:

- i. That the Federal awarding agency, prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS) (see 41 U.S.C. 2313);
- ii. That an applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM;
- iii. That the Federal awarding agency will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in §200.205 Federal awarding agency review of risk posed by applicants.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

The grant award or cooperative agreement will be written, signed, awarded, and administered by the Grants Officer. The assistance award agreement is the authorizing document and it will be provided to the recipient for review and signature by email. The recipient may only start incurring project expenses beginning on the start date shown on the grant award document signed by the Grants Officer.

If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding. Renewal of an award to increase funding or extend the period of performance is at the discretion of the Department of State.

Issuance of this NOFO does not constitute an award commitment on the part of the U.S. government, nor does it commit the U.S. government to pay for costs incurred in the preparation and submission of proposals. Further, the U.S. government reserves the right to reject any or all proposals received.

Payment Method: Payments will be done through one Electronic Fund Transfer (EFT).

2. Administrative and National Policy Requirements

Terms and Conditions: Before submitting an application, applicants should review all the terms and conditions and required certifications which will apply to this award, to ensure that they will be able to comply. These include:

2 CFR 200, 2 CFR 600, Certifications and Assurances, and the Department of State Standard Terms and Conditions, all of which are available at:

<https://www.statebuy.state.gov/fa/pages/home.aspx>

Note the U.S Flag branding and marking requirements in the Standard Terms and Conditions.

3. Reporting

Reporting Requirements: Recipients will be required to submit financial reports and program reports. Two program reports will be required, the first is due by March 31, 2020 and the second is due by July 31, 2020 (both reports will be submitted electronically to EducationUSAkigali@state.gov)

Applicants should be aware of the post award reporting requirements reflected in [2 CFR 200 Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters](#).



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G. FEDERAL AWARDING AGENCY CONTACTS

If you have any questions about the grant application process, please contact: **EducationUSAkigali@state.gov**

H. OTHER INFORMATION

Guidelines for Budget Justification

Personnel and Fringe Benefits: Describe the wages, salaries, and benefits of temporary or permanent staff who will be working directly for the applicant on the project, and the percentage of their time that will be spent on the project.

Travel: Estimate the costs of travel and per diem for this project, for both program staff, consultants or speakers, and participants/beneficiaries. If the project involves international travel, include a brief statement of justification for that travel.

Equipment: Describe any machinery, furniture, or other personal property that is required for the project, which has a useful life of more than one year (or a life longer than the duration of the project), and costs at least \$5,000 per unit.

Supplies: List and describe all the items and materials, including any computer devices, that are needed for the project. If an item costs more than \$5,000 per unit, then put it in the budget under Equipment.

Contractual: Describe goods and services that the applicant plans to acquire through a contract with a vendor. Also describe any sub-awards to non-profit partners that will help carry out the project activities.

Other Direct Costs: Describe other costs directly associated with the project, which do not fit in the other categories. For example, shipping costs for materials and equipment or applicable taxes. All “Other” or “Miscellaneous” expenses must be itemized and explained.

Indirect Costs: These are costs that cannot be linked directly to the project activities, such as overhead costs needed to help keep the organization operating. If your organization has a Negotiated Indirect Cost Rate (NICRA) and includes NICRA charges in the budget, attach a copy of your latest NICRA. Organizations that have never had a NICRA may request indirect costs of 10% of the modified total direct costs as defined in 2 CFR 200.68. “Cost Sharing” refers to contributions from the organization or other entities other than the U.S. Embassy. It also includes in-kind contributions such as volunteers’ time and donated venues.

Alcoholic Beverages: Please note that award funds cannot be used for alcoholic beverages.